

**SHADED AREA FOR HUMAN RESOURCES ONLY**

		2/21/17	H.R. APPROVAL EC
PC # 2290		POSITION NUMBER (Agency - Unit - Class - Serial) 175-200-2959-001	
BUREAU SECTION Library Development Services (LDS)		CLASS TITLE Library Programs Administrator	
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 5:00 p.m.		INCUMBENT VACANT	
YOU ARE A VALUED MEMBER OF THE CALIFORNIA STATE LIBRARY'S (STATE LIBRARY) TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE CSL TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.			
BRIEFLY (1-4 SENTENCES) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the general direction of the Library Development Services Bureau Chief performs assistant bureau management functions. Monitors and reports on Library Services and Technology Act (LSTA) and state funded grants.			
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first.		
35%	<b>ESSENTIAL FUNCTIONS:</b> Under the guidance of the Bureau Chief, manages and supports the daily operations of Library Development Services (LDS). Oversees, plans, organizes and directs the flow of both state and federal grants by maintaining an ongoing monitoring, auditing, and feedback system to stay in compliance with Federal and control agency rules, regulations, and guidelines. Responds to grant-related queries from Library Services Bureau staff, public library staff, directors and members. Participates in planning, grant writing, organizing, and directing a variety of complex statewide LDS programs. Coordinates special projects as assigned by the Bureau Chief. Monitors development of Library Services and Technology Act projects and participates in grant funding recommendations.		
30%	Works closely with the cooperative library System Coordinators to develop and refine grant programs, services, documentation and provides consultative assistance. Promotes and facilitates resource sharing services, programs, pilot projects and field tests to encourage the development of library resource programs at the regional and statewide level. As required, assigned to program elements of the California State Library or Library Development Services, which are within the scope of expertise of the position. Serves on committees and task forces by attending and actively participating in order to, promote the mission and goals of the State Library. Undertakes projects or performs project support functions, which enhance the library, Library Development Services, or Library of Congress programs and services. Represents the State Library at professional conferences and meetings. Attends and Represents Bureau Chief or State Librarian in meetings, functions, and events as needed.		
15%	Develops, administers and implements State Library and LDS policies. Ensures that policies, procedures and practices are in accordance with regulations and standards by providing program evaluation and analysis consistent with State Library priorities and goals. Monitors Library Development Services operations, services, functions and makes program and policy recommendations to Bureau Chief.		
15%	Directly supervises six Library Programs Consultant (LPC) professional staff and maintains effective work relationships: monitors and evaluates their performance in accordance with control agencies and State Library policies and timelines; reviews and signs time off requests, travel requests and timesheets; prepare staff training and development plans and ensure they are implemented; recognize employees' performance and successes, and employ progressive discipline if needed.		
5%	<b>Marginal Functions</b> Acts as Bureau Chief in his/her absence; supervises support staff, reviews and signs time off requests, travel requests and timesheets for staff when Bureau Chief is unavailable.		

**JOB DESCRIPTION** (6/08)

**SUPERVISION RECEIVED** – Library Programs Administrator reports directly to the Library Development Bureau Chief.

**SUPERVISION EXERCISED** – Direct supervisor to six (6) Library Programs Consultant professional staff.

**ADMINISTRATIVE RESPONSIBILITY** – In addition to the supervisory responsibilities detailed above, the Library Programs Administrator assists the State Library Services Bureau Chief in developing reference and customer services policies, procedures, and guidelines, as well as collection development policies and preservation and digitization policies and procedures.

**PERSONAL CONTACTS** – The Library Programs Administrator has daily contact with the employees of the Library Development Services Section, as well as numerous supervisors and employees of other State Library sections and bureaus, including the Human Resources Services Office. The incumbent has frequent contact with state employees of other departments, county libraries and with members of the public. The incumbent also has intermittent contact with members of the State Library Executive Team.

**ACTIONS AND CONSEQUENCES** – Failure to perform effectively the duties of the position could result in substandard decision-making, waste of state resources and inefficiency. Employer-employee relations could be damaged, resulting in civil service and union contract issues, as well as a decrease in staff morale and productivity. The image and functioning of the library could be damaged, leading to negative publicity and potential loss of programmatic support.

**FUNCTIONAL REQUIREMENTS** - The incumbent works up to 40 hours per week in an office setting, with artificial light and temperature control. Daily access to and use of a personal computer and telephone is essential. Sitting and standing requirements are consistent with office work. Computer work is typically substantial (5-6 hours per day). Occasional moving and filing of library materials weighing less than 20 pounds is required. Travel is sometimes required of this position.

**OTHER INFORMATION** – Incumbent must possess excellent communication skills, good research skills, use good judgment in decision-making, exercise creativity and flexibility, manage time and library resources effectively, and be responsive to the needs of the State Library Development Services department and the Library's Executive Team.

*The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise to balance the workload.*

I CERTIFY THAT THIS JOB DESCRIPTION REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH AND HAVE PROVIDED A COPY OF THIS JOB DESCRIPTION TO THE EMPLOYEE NAMED ABOVE.

SUPERVISOR'S NAME (PRINT)	SUPERVISOR'S SIGNATURE	DATE
EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE JOB DESCRIPTION AND I CERTIFY THAT I POSSESS ESSENTIAL PERSONAL QUALIFICATIONS INCLUDING INTEGRITY, INITIATIVE, DEPENDABILITY, GOOD JUDGMENT, AND ABILITY TO WORK COOPERATIVELY WITH OTHERS; AND A STATE OF HEALTH CONSISTENT WITH THE ABILITY TO PERFORM THE ASSIGNED DUTIES AS DESCRIBED ABOVE WITH OR WITHOUT REASONABLE ACCOMMODATION. (IF YOU BELIEVE REASONABLE ACCOMMODATION IS NECESSARY, DISCUSS YOUR CONCERNS WITH YOUR SUPERVISOR. IF UNSURE OF A NEED FOR REASONABLE ACCOMMODATION, INFORM YOUR SUPERVISOR WHO WILL DISCUSS YOUR CONCERNS WITH THE HEALTH AND SAFETY OFFICER.)		
EMPLOYEE'S NAME (PRINT)	EMPLOYEE'S SIGNATURE	DATE